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Skip Navigation STAFFING REPORTS LOGOUT **ADMIN** CBP Minneapolis Hiring Center  $\overline{\mathbf{v}}$ **Current Vacancy** New Save Delete Vacancy 1075412 Preview Copy Cancel Vacancy Announcement Number USAJOBS Control N 364574000 MHCMP-1075412-MLM **Assessments** Announcement ☑ Complete Announcement ☑ Release to USAJOBS Update USAJOBS Last Released 3/17/2014 3:37:42 PM Print Assignments Specialty/Grade Security Clearance: Not Applicable Supervisory Status: No Customs & Border Protection (CBP): Securing America's Borders **Templates** Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homelan components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilienc Overview magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS. Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border P Duties · Screen passengers, vehicles, and shipments entering our country Seize illegal narcotics, vehicles, and agricultural products Qualifications/Evaluation · Prevent unauthorized entry into the country Rescue individuals who fall into dangerous conditions traversing our border How to Apply For more information about CBP's mission, activities, and careers, please see http://www.cbp.gov. Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise to provide legal support of those executing the Benefits/Other level. This position starts at a salary of \$54,035 (GS-9 step 1) with promotion potential to \$84,990 (GS-11 step 10). Apply for this exciting opportunity to performing paralegal activities such as reviewing and finalizing claims, preparing cases, and participating in the work of a paralegal team. Questionnaire Who May Apply: Current U.S. Customs and Border Protection employees with competitive status. Preview For definitions of terms found in this announcement, please see <a href="http://www.dhs.gov/xabout/careers/gc 1303762131481.shtm">http://www.dhs.gov/xabout/careers/gc 1303762131481.shtm</a>. Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Field Operations, New York Field office, Port of **Applicants** Referral One or more selections may be made using this job opportunity announcement. Eligible applicants may also apply through MHCMP-1075411-MLM (GS-Case File Docs Travel Required: Not Required Relocation Authorized: No You must be a U.S. Citizen to apply for this position You may be required to pass a background investigation Males born after 12/31/1959 must be registered with Selective Service Primary U.S. residency for the last three years (see "Other Information") You may be required to pass initial and random drug testing In this Paralegal Specialist position you will become a key member of a team of Homeland Security professionals providing key legal support for the law Typical work assignments include: · Performing legal support work arising from seizures, penalties, and liquidated damages assessed under applicable laws and regulations · Reviewing and finalizing claims for liquidated damages and penalty cases · Preparing synopses of cases including alternatives and recommended solutions · Holding conferences with the importing public to provide status of cases or required procedures

**GS-9**: You qualify at the GS-9 level if you possess one (1) year of specialized experience that equipped you with the skills needed to perform the job dut participating in the substantive development of fines, penalties and forfeiture cases by analyzing and evaluating seizure, fraud, liquidated damages and pexist and recommending the disposition of cases; reviewing all case documents and evidence to determine nature of violation; and correlating all evidence information obtained from other U.S. Customs and Border officials.

**GS-11:** You qualify at the GS-11 level if you possess one (1) year of specialized experience that equipped you with the skills needed to perform the job c reviewing and processing cases within assigned authority through to solution; receiving, examining and evaluating petitions filed by individuals, corporati seizures, penalties or liquidated damages; and reviewing and making decisions as to acceptability of evidence in fraud cases, significant seizure cases a **Education Substitution:** 

**GS-9:** You may substitute a Master's degree or 2 full years of graduate education in any field or a L.L.B. or J.D. degree for the experience required at the must have been obtained in an accredited college or university and demonstrate the skills necessary to do the work. Check with your school to determine years of graduate education. If that information is not available, use 36 semester or 54 quarter hours.

**GS-11:** You may substitute a Ph.D. or an equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a de experience required at the GS-11 grade level. Such education must have been obtained in an accredited college or university. Check with your school to comprise three years of graduate study. If that information is not available, use 54 semester or 81 quarter hours. You are required to submit proof of you **Combining Experience and Education:** To combine your education and experience, you must convert each to a percentage, and then add the percent percentage of education and experience must equal at least 100% in order to qualify. If your education is currently described in quarter hours, convert th multiplying the quarter hours by the fraction 2/3. To calculate your percentage of graduate education, divide the number of graduate semester hours in e next lower grade level, by 18. To determine your percentage of qualifying experience, you must divide your total number of months of qualifying experienc fexperience. Add your percentages of education and experience. The two percentages must total at least 100%.

You must:

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- · Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current Federal employees must have served 52 weeks at the next lower grade or equivalent grad Friday, April 04, 2014.

Training: You may be required to attend five (5) weeks of paid training at Federal Law Enforcement Training Center in Glynco, Georgia.

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualification training will be rated using an online self-assessment questionnaire that is based on the competencies or knowledge, skills, and abilities listed below. You based on your responses.

## Knowledge, Skills, Abilities and Other Characteristics (KSAOs):

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSA functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- · Skill in performing legal support work under applicable laws and regulations
- Knowledge of various titles of law applicable to agency mission, Federal and State laws
- · Ability to analyze problems to identify significant factors; gather pertinent data; and recognize solutions
- · Ability to effectively communicate both orally and in writing

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaic Questionnaire.

Agency Career Transition Assistance Program (CTAP) eligibility: If you have never worked for the federal government, you are not CTAP eligible. I the OPM's Career Transition Resources website at: <a href="http://www.opm.gov/Reduction\_In\_Force/employee\_resources/ctap/Employee-Guideline\_CTAP.asg">http://www.opm.gov/Reduction\_In\_Force/employee\_resources/ctap/Employee-Guideline\_CTAP.asg</a> under CTAP, you must be rated at a minimum score of 85 for this position. In addition, you must submit the supporting documents listed in the "Require announcement."

To begin your online application, click "Apply Online" to create a USAJOBS account and follow the prompts or log in to your existing account. Your approximate the prompts or log in to your existing account. Your approximation assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents a copy of and document your responses to the assessment questionnaire <a href="View Occupational Questionnaire">View Occupational Questionnaire</a> using OPM Form 1203-FX <a href="http://www.opm.c">http://www.opm.c</a> and the official fax cover sheet: <a href="http://staffing.opm.gov/pdf/usascover.pdf">http://staffing.opm.gov/pdf/usascover.pdf</a>. Please include job opportunity announcement ID 1075412 and provide your \$\frac{2}{2}\$ exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same d Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more the application is the only one that will be used. You must submit your resume, your online questionnaire, and any supporting documents by 11:59 it April 04, 2014

- Your resume: A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates y resume should also contain your full name, address, phone number, email address, and your work schedule and salary.
- · Your responses to the job questionnaire
- Are you qualifying based on education? Submit a copy of your college transcript (unofficial is acceptable) or a list of coursework with hours corr
  institution accredited by an agency recognized by the U.S. Department of Education. Education obtained from a foreign university or college is not
  by an organization that specializes in interpretation of education credentials. For a listing of accrediting agencies, please see <a href="http://www.naces.org">http://www.naces.org</a>.
- Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)? You must submit a sel
  last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensati
  notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired unde
- Veterans preference points are not applicable to Merit Promotion announcements.
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards.

It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate. Human Resources will not modify If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those all further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your appl automatic email alerts at: <a href="https://my.usajobs.gov/Account/NotificationSettings.aspx">https://my.usajobs.gov/Account/NotificationSettings.aspx</a>. If you are referred, you will receive a final notification of the disposit to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background in

DHS offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible life and long-term care insurance, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible we reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee develop training and development opportunities. For more information, please go to <a href="https://www.dhs.gov/careers">www.dhs.gov/careers</a> and select "Benefits".

Background Investigation: To ensure the accomplishment of our mission, CBP requires every employee to be reliable and trustworthy. To meet those required to undergo, and must successfully pass, a background investigation for placement into this position. This may include a review of financial issu offenses and illegal use or possession of drugs. Entry into this position may require that you successfully pass a polygraph examination. For more infor <a href="http://www.cbp.gov/xp/cgov/careers/apply/mandatory\_back\_invest.xml">http://www.cbp.gov/xp/cgov/careers/apply/mandatory\_back\_invest.xml</a>.

Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion implied.

Probationary Period: Current and former federal employees may be required to serve or complete a probationary period.

CBP uses E-Verify to validate all newly hired applicants' ability to work legally in the United States. To learn more about E-Verify, please follow this link: <a href="http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?">http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?</a>

Relocation expenses will not be paid. To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school d <a href="http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx">http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx</a>

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations: Video: Protecting America 24/7 Follow U.S. Customs and Border Protection on Twitter @CustomsBorder